

PRASHANT NAIR

E-mail: nairprashant2013@gmail.com

Mobile: +971505082637

PURCHASE MANAGEMENT || OFFICE ADMINISTRATION || STORES AND INVENTORY MANAGEMENT

Looking for a challenging career, where there is scope for demonstration, always on a look for positive and bigger outlook



Profile Summary

- ❖ **An accomplished & result oriented professional** with over **16 years of rich experience** in Purchase Management, Office Administration, Store and Inventory Management, Demand Planning, Supply Chain, Accounting & Insurance Management.
- ❖ Worked on **ADNOC Platforms, Barges, ZADCO UZ-750** project offshore and successfully handled Camp Administration, Stores and Purchase
- ❖ Experience in **Demand Planning, Controlling, MIS, Forecasting, Cost Control, SAP**
- ❖ **Experience of Procurement of Food and Non-Food Items**, Kitchen Equipment Spare Parts & Kitchen/Laundry Equipment, Hardware, HVAC, Sanitary/Plumbing, Electrical & Electronics items
- ❖ Extremely reliable and safety conscious with solid experience in **Store and warehouse operations** include Receiving material, staging and stocking, Dispatching
- ❖ Expertise in implementation of **HACCP** Guidelines in Stores, Warehouse; Familiar with **SAP** and **ERP** systems
- ❖ **Developing and implementing key strategies** for the purchase of materials from sources; achieving cost reduction in procurement and packaging; receiving indent, floating inquiry, receiving quotation, handling negotiation, taking approval and placing order
- ❖ Showcased excellence in **managing all administrative functions** such as formulation of policies, SOPs, procurement, distribution & utilization of office equipment for complete stations, infrastructure development
- ❖ Track record in using **inventory management system** and procedure for effective stores management and inventory control thus ensured ready availability of materials to meet the project targets
- ❖ Expertise in **maintaining the stock of material** without any variance by conducting stock verification and documentation; following up on discrepancies, damage/expired goods and claims & returns to vendors; ensuring the safe custody of stores
- ❖ Communicated with vendors to **develop and maintain relationships** as well as ensure the availability of goods for item needs for all departments including the store room inventory
- ❖ Provided administrative & secretarial support to CEO, Plant Manager & Commercial Managers



Core Competencies

Purchase Management
Training & Development
Demand Planning

Store Administration
Office Management / Administration
MIS Documentation & Reporting

Material / Inventory Management
Vendor Development & Mgt.
Liaison & Coordination



Work Experience

Oct'18-Dec'20: Magnitude General Trading LLC, UAE as Purchase Officer

Role:

- ❖ Responsible for purchasing products, materials, and services for the organization
- ❖ Identified reliable suppliers to provide quality goods at reasonable prices; negotiating prices & contracts
- ❖ Supervising & checking work of purchasing assistant; tracking status of purchase order (PO); managing & planning purchase in-line with the budget; reviewing details of RFQ.
- ❖ Created and maintained procedures relating to purchasing functions
- ❖ Preparing Demand Plan, Forecast for cost-effectiveness; Preparing Monthly and Weekly Management Reports.
- ❖ Managing all International Purchase i.e Imports; Managing Warehouse and Supply Chain activities
- ❖ Followed up with clients for payments and clarifications; met with clients to develop relationship and generated new business
- ❖ Liaised with the employees for understanding the issues, offering appropriate solution for the same and cementing healthy relationship with them
- ❖ Responsible for full Life cycle of recruiting OR 360 Recruiting and staffing processing
- ❖ Handle All Employee List, Payroll Preparation and Processing, Leave Monitoring, Petty Cash.
- ❖ Monitoring daily office operations and maintaining end-to-end employee data; Making sure that all employee records are accurate and well maintained; Preparing certificates and other documents of employee on request as per company policy

Jan'15-Sep'18: Abu Dhabi National Hotel Compass Middle East LLC, UAE as Head of Administration & Storekeeping

Role:

- ❖ Managed stores; ensured availability of Food and Non-Food material at right time at right place; administered issuance of material in SAP ERP daily as per proper documentation;
- ❖ Prepared monthly Issuance report, Closed Stock report & Demand forecasting
- ❖ Worked with Manager to set budgets, monitor spending, and other expenses.
- ❖ Ordered goods & services as per contract / menu to ensure maximum/minimum stock levels are maintained at the unit
- ❖ Planned, placed order & coordinated with Purchase Department towards purchase of goods & service
- ❖ Collecting quote for non-contractual purchase of Kitchen Equipment, Spare Parts, AC and Refrigeration spares, Plumbing, Electrical and Hardware for camp and comparing the same
- ❖ Inspected all incoming materials as per purchase order, material specifications & client (count, weigh & measure as appropriate)
- ❖ Ensured proper storage of materials inside all stores, Warehouse; ensured FIFO methods are strictly followed.
- ❖ Assessed Physical Inventory for all materials received & stored in stores, Warehouse; ensured there are no variances
- ❖ Maintained clear and organized records to ensure all reports and invoices are filed and stored properly
- ❖ Ensured Implementation of HACCP guidelines in Store and warehouse strictly.
- ❖ Maintained records of company's assets located at unit; ensured verification of same; managed office petty cash
- ❖ Directed & trained store staff for improvement & effective store keeping and Inventory Control; made sure that all goods are stored as per storage conditions with proper identification tag that is Expiry Date, Production date & so on
- ❖ Trained next level team members (new storekeepers) regarding company store & purchase process as well as systems
- ❖ Planned for shop requirements & purchased the same; maintained and posted shop, sales & purchase, reports & so on
- ❖ Supervised administrative task of camp as well, such as check-in, check-out of boarders; resolved their complaints
- ❖ Maintained updated records of employees on site (Medical Certification, Security Pass, statutory Training records)
- ❖ Prepared monthly payroll sheet; Coordinated with Head Office Team for employee leave application issues, leave salary, tickets & travel arrangements, employee certificates and new staff requirement, visa processing, training, medicals & so on.
- ❖ Conducted site induction for new joined employee & boarders; arranged employee training programmes, recreational activities & so on
- ❖ Developed, reviewed, and improved systems, and procedures

Sep'08-Jul'14: AEGON Religare Life Insurance Co. Ltd., Mumbai (Head Office)

Growth Path:

Team Leader Operations

Sep'08-Jul'12

Sr. Executive Centralized Operations

Aug'12-Jul'14

Role:

- ❖ Administered the processing of new business cancellation & surrender refund on daily basis
- ❖ Coordinated with Finance Team with respect to payment cheques, electronic transfer to customer and collection credits pending from bank
- ❖ Maintained quality of all financial & non-financial transactions done by service team such as surrender, fund switch, premium redirection, free look & so on
- ❖ Supervised outbound call center team; provided training & development of team
- ❖ Coordinated with other departments; maintained various MIS reports & billing; escalated call center issue
- ❖ Assessed on financial transaction: processed cheque bounce; reconciled cheque & cash received at branch
- ❖ Led branch operation activities and trained new operation joiners & sales team for processes
- ❖ Spearheaded general administration functions such as housekeeping; ensured cleanliness in centers, inventory management, logistic arrangements, ensuring proper functioning of non-IT assets (AC & Electricity) & so on

Jun'07-Sep'08: ICICI Prudential Life Insurance Co. Ltd. (Priority Circle), Chembur, Mumbai as Associate (Underwriter)

Role:

- ❖ Steered underwriting operations of insurance proposals for the branch (with underwriting limit of 10 Lacs- non-medical); managed underwriting for 3 branches
- ❖ Managed customer servicing for branch; resolved all customer queries & complaints received at branch-end through walk-ins, mails & telephones
- ❖ Engaged in distribution operations; coordinated with central operations for scheduling examination, code creation

Jun'03-Sep'05: Art Rubber Industries Ltd., Ambad & Nashik as Junior Officer- Finance

Role:

- ❖ Monitored employee attendance system on daily basis & updated leave, overtime details in system; assisted preparation of payroll data, wage sheet & disbursement of same; prepared HR reports such as weekly & monthly overtime reports leave reports & so on for HR manager;
- ❖ Prepared and Maintained day-to-day Book Keeping activities in Tally (voucher preparation, bill checking & entry of same in system); managed all cash transactions, billing & collection process; performed bank reconciliation;
- ❖ Provided administrative & secretarial support to CEO, Plant Manager & Commercial Managers; made travel arrangements for managers & guest arrangement.

Feb'03-Apr'03: Citi Finance, Nashik as Loan Processing Assistant

Role:

- ❖ Underwrote two-wheeler loan & personnel loan proposals; maintained & updated all loan documentation
- ❖ Managed banking of cheques, cash & preparation of reports; liaised with Collection Executives for daily collection; prepared MIS

Aug'01-Jan'02: Kagaz Packaging, Shindegaon as Account Assistant

Role:

- ❖ Managed stores- inventory, that is, daily Issuance of stock, reconciliation of raw materials & finished goods at factory warehouse.
- ❖ Conducted quality check of raw material & finished goods; issued invoices, purchase orders, managed daily dispatch
- ❖ Administered daily attendance & time, maintained leave records such as leave register, muster & so on of employees; assisted in preparation of final payroll data & wage disbursement
- ❖ Maintained records & daily office documents; performed general office duties & administrative tasks
- ❖ Managed daily petty cash transactions at factory level; administered & completed accounting tasks managed by team supervisor



Certifications

- ❖ **Dubai Manual Driving License** LMV DL No. 4016697
- ❖ Opito approved **BOSIET Certification** from Emirates Technical & Safety Development Centre, Abu Dhabi
- ❖ Opito approved **H2S Certification** from Emirates Technical & Safety Development Centre, Abu Dhabi



IT Skills

- ❖ Word, Advance Excel. PowerPoint, Tally, SAP, ERP



Academic Details

- ❖ **MBA (Finance)** from MGV IMR College, Nashik, Pune University in 2007
- ❖ **B.Com.** from Smt. V.K. Tejokaya Arts, Science & Commerce College, Nashik, Pune University in 2001
- ❖ **Higher Diploma in Software Engineering** from APTECH Computer Education, Nashik in 2001



Personal Details

Languages Known: English, Hindi, Malayalam & Marathi

Address: Flat No.303, Jabbar Building, Al Muraqqabat, Deira, Dubai